

FY 02-03 Grant Application
City of San Antonio
Office of Cultural Affairs

A

APPLICATION INFORMATION

TYPE OF SUPPORT REQUESTED: ☐ OPERATIONAL ☐ PROJECT

TOTAL AMOUNT REQUESTED: \$.....

Has this request received funding in prior years? ☐ Yes ☐ No

Indicate the discipline that best describes this request:

☐ Arts in Education Service ☐ Literature ☐ Multidisciplinary ☐ Theater ☐ Arts
☐ Dance ☐ Media Arts ☐ Music ☐ Visual Arts

Indicate the panel for your application:

☐ Performing Arts ☐ Visual Arts ☐ Multidisciplinary Arts

Indicate the appropriate budget grouping for your organization:
(Your selection of a budget grouping will not affect funding recommendation.)

☐ Less than \$100,000 ☐ \$100,000 - \$1 million ☐ Over \$1 million

B

ORGANIZATIONAL INFORMATION

Name of Applicant.....

Is this application being sponsored by another organization? (Projects only) ☐ Yes ☐ No

Name of Sponsor
(Include sponsor agreement)

Applicant mailing Address.....

City.....State.....Zip.....

Contact person or Program Director.....Daytime Telephone.....

Briefly, as applicant describe your organization's mission.....

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.....

Date organization (or sponsor) chartered as a non-profit organization by the State of Texas.....

Does your organization (or sponsor) have tax exempt status from the IRS? ☐ Yes ☐ No

Your (or sponsor's) Federal Employer ID No.



PROGRAM DESCRIPTION

(Use only this page)

☐

OPERATIONAL

☐

PROJECT

TITLE.....



PROGRAM IMPLEMENTATION

Briefly outline your action plan for achieving the objectives of this proposed program.
(Attach one additional sheet if needed.)



EVALUATION

How will you measure the intended results of the program objectives? How will you measure the success of the proposed program (e.g. audience figures, earned income raised, press coverage etc.) described in section C, "Program Description?" Describe the method that you will use to evaluate the outcome of your activity(ies). (Attach one additional sheet if needed)



TIMETABLE (Activities must occur between October 1, 2002 and September 30, 2003) (Attach one additional sheet if needed.)

Activity (Enter major events only)	Dates	Location(s)	Admission Price	Estimated Attendance
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.....				
.....				
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.....				

Total Attendance.....

Note: Attendance figures and admission price information are very important. Estimate to the best of your ability.



DIVERSITY ACTIVITY

1. Board and Staff Composition

Please attach a list of Board members with addresses.

Total Number of Board members: Total number of full and part-time Staff members:

Please enter the number of Board members by the following make-up:

Last Year - American Indian Asian Black Latino White Men Women.....

This Year - American Indian Asian Black Latino White Men Women.....

Please enter the number of full and part-time Program Staff (administrative and artistic) by the following make-up:

Last Year - American Indian Asian Black Latino White Men Women.....

This Year - American Indian Asian Black Latino White Men Women.....

2. Describe your organization's diversity activities as they relate to the mission of your organization. Reference the following applicable areas of focus: Board; Administration; Staff; Artists; Technicians; Specific Programs; Locations of events; Targeted audiences; Kinds of Events; Inter-group collaboration; Libraries/collections; Outreach.



BUDGET: ANTICIPATED EXPENSES

(Round all figures to the nearest dollar)

1. Personnel (include fringe benefits)	Job Title	City Request	Cash Match \$	In-Kind Match \$
Administrative

Artistic

Technical

Outside Artistic Services
Other Personnel (specify)

	Personnel Subtotal	\$.....	\$.....	\$.....
2. Supplies and Materials (itemize)

3. Space Rental (itemize)

4. Travel, Transportation and Subsistence (itemize)

5. Publicity and Promotion (itemize)

6. Other Expenses (itemize)

7. Total City Request		\$.....		
8. Total Cash Match Expenses (at least 50% of line 7)			\$.....	
9. Total In-kind Match				\$.....
10. Total Anticipated Expenses (must be equal to section I, item 14)				\$ <div></div>



BUDGET: ANTICIPATED INCOME

(Round all figures to the nearest dollar. Check box to right of column if income is confirmed)

Earned Income

Admissions (tickets, subscriptions)	\$	<input type="checkbox"/>
Memberships	<input type="checkbox"/>
Benefits and special events	<input type="checkbox"/>
Tuition, class workshops, etc.	<input type="checkbox"/>
Other sources (itemize)	<input type="checkbox"/>
.....	<input type="checkbox"/>
.....	<input type="checkbox"/>
.....	<input type="checkbox"/>
.....	<input type="checkbox"/>
.....	<input type="checkbox"/>

Unearned Income

Texas Commission on the Arts	<input type="checkbox"/>
Texas Committee for the Humanities	<input type="checkbox"/>
Mid-America Arts Alliance	<input type="checkbox"/>
National Endowment for the Arts	<input type="checkbox"/>
National Endowment for the Humanities	<input type="checkbox"/>
Corporations and Foundations (itemize)	<input type="checkbox"/>
.....	<input type="checkbox"/>
.....	<input type="checkbox"/>
.....	<input type="checkbox"/>
.....	<input type="checkbox"/>
.....	<input type="checkbox"/>
Interest on investments/endowments	<input type="checkbox"/>
Individual Contributions	<input type="checkbox"/>
Other fundraising (itemize)	<input type="checkbox"/>
.....	<input type="checkbox"/>
.....	<input type="checkbox"/>
.....	<input type="checkbox"/>
.....	<input type="checkbox"/>
.....	<input type="checkbox"/>

11. Cash Match Income Subtotal (equals section H, item 8) \$

12. In-kind Match services (equals section H, Item 9) \$

13. City Request (equals section H, item 7) \$

14. Total Income (total of lines 11, 12, & 13 above) (must be equal to section H, item 10)

\$



APPLICATION CHECKLIST (Sign and submit with application)

The following are due, in the City Clerk's Office, City Hall, by June 7, 2002, no later than 4:00 pm.

- ☐ A signed, original application and two copies.
- ☐ Copy of IRS letter determining tax exempt status. Submit even if submitted to OCA previously. Project applicants submit copy of request to the IRS for 501c3 designation.
- ☐ Copy of Certificate of Incorporation, State of Texas. Submit even if submitted to OCA previously.

The following are due, in OCA's Office, 310 W. Houston St., STE 301, San Antonio, TX 78205, by June 21, 2002 at 4:30 PM:

All applicants must submit:

- ☐ A financial statement or audit from your most recently completed fiscal year. Organizations submitting proposal(s) totaling more than \$50,000 must submit copy of independent audit.
- ☐ A completed "Anticipated Performance Measures" form.
- ☐ A list of your current Board members and their addresses.
- ☐ Supporting documents such as publicity materials, reviews, slides, audio cassettes or video tapes that will provide panelists with an indication of artistic merit is required.

Project Support applicants must submit:

- ☐ Sponsorships, collaborations, joint projects, **must submit letters of agreements.**
- ☐ If sponsoring an individual artist or group of artists, **attach letter of agreement and résumés of participating artists.**

Operational Support applicants must submit:

- ☐ Organization's fiscal information of your last three completed fiscal years. Use OCA's "Three Year Fiscal History" excel document attachment.
- ☐ Organization's program and operational information for the last three completed fiscal years. Develop the information in the areas noted in OCA's "Organizational History" attachment.
- ☐ Attach any critical evaluations or organizational audits conducted by outside sources that occurred in the last three years.

Note: Any questions in completing applications can be directed to Grants Program staff members Lewis Andrews at 207-6964 or Ernesto Rubio at 207-6963.

Aviso: El Departamento ofrece ayuda con este programa en español. Para mas información, marque 207-6963.

IMPORTANT MAILING INSTRUCTIONS:

Mail your application to:

City Clerk's Office
P.O. Box 839966
San Antonio, TX 78283-3966

or

Deliver your application to:

City Clerk's Office
City Hall, Second Floor
100 Military Plaza
San Antonio, TX 78205

MARK ENVELOPE:

**OFFICE OF CULTURAL AFFAIRS GRANT APPLICATION
DEADLINE: June 7, 2002, 4:00 PM**

Name of
Applicant.....

ASSURANCES

At the time of application, the applicant assures that:

1. The activities and services for which financial assistance is sought will be administered by the applicant organization.
2. It will comply with existing local, state and federal laws that prohibit discrimination based on race, color, national origin, age, sex, sexual preference, or disability.
3. It is not knowingly fostering, encouraging, promoting, or funding any project, production, workshop, and/or program that includes obscene material as defined in Section 43.21, Penal Code of Texas.
4. It will include in all published materials and announcements regarding funded activities, an acknowledgement that the activities are "supported (in part) by the City of San Antonio Department of Arts and Cultural Affairs and the Texas Commission on the Arts".
5. It will maintain auditable financial records reflecting generally accepted accounting standards related to their overall activities, submit itemized reports or expenditures as required by established City procedures, and submit timely reports reflecting the progress made in achieving the approved goals and objectives of the recipients.

I acknowledge the assurances, the review of the application packet and certify its completeness.

Authorized Official(s):

Board Chair		
	Signature		
and		
	Typed Name	Title	Date

Director of Organization		
	Signature		
		
	Typed Name	Title	Date